



NOTICE OF VACANCY

JOB TITLE: Transportation Clerk
DEPARTMENT: Augusta Public Transit
SALARY: \$20,973.20
CLOSING DATE: June 13, 2006

MAJOR DUTIES:

Provides assistance with incoming calls and two-way radio inquire. Gathers and inputs daily trip data into computer system. Maintains filing system with office records.

MINIMUM QUALIFICATIONS:

Education: High School diploma, trade school, or equivalent level of education.

Experience: 1-5 years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship.

Considerable knowledge of modern office practices, procedures, and policies.

Familiarity with Augusta-Richmond County and departmental policies and procedures pertaining to transit operation. Mastery of basic mathematics and operating standard office equipment, and computers. Good communication skills, both oral and written.

Demonstrated ability to work independently.

Please submit all résumés/applications to the Human Resources Department on or before the closing date. Applications are available in the Human Resources Department. Applications and Resumes are accepted Monday through Friday from 8:30 a.m. to 5:00 p.m.

Augusta Human Resources Department
530 Greene Street
Room 601 – Municipal Building
(706) 821-2303 (706) 821-2867 FAX
Job Line: 821 -2305
WWW.AUGUSTAGA.GOV

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